

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSAAdvantage!® is: GSAAdvantage.gov

Multiple Award Schedule

FSC Group: Professional Services

Contract Number: GS-23F-0030S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at GSA.gov.

Contract Period: November 18, 2020 - November 17, 2025

DJ Case & Associates, Inc.
317 E. Jefferson Blvd., Mishawaka, IN 46545
574-258-0100
574-258-0189 (FAX)

<https://djcase.com/>

Contract Administrator: Bonnie S. Stewart, Business Manager
Richard (Rick) Clawson, Project Manager

Business size: Small

Price List current as of Modification #PS-0021 effective September 18, 2020

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN TITLE
541810	Advertising Service
541810ODC	Other Direct Costs for Marketing and Public Relations Services
541820	Public Relations Services
541511	Web Based Marketing
541910	Marketing Research and Analysis
512110	Video/Film Production
541850	Exhibit Design and Advertising Services
561920	Conference, Meeting, Event and Trade Show Planning Services
541430	Graphic Design Services
541613	Marketing Consulting Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Labor Category	Price/Unit
Account Manager	\$103.41
Project Manager	\$103.41
Meeting Facilitator	\$103.41
Assistant Project Manager	\$96.52
Public Relations Specialist	\$92.58
Media Relations Specialist	\$92.58
Copy Writer	\$92.58
Videographer	\$92.58
Photographer	\$92.58
Web Designer	\$92.58
Editor	\$92.58
Translator	\$92.58
Communications Specialist	\$92.58
Graphic Designer	\$92.58
Project Administration Specialist	\$49.24

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

Account Manager	<p>Description: Account managers serve as the primary business contact for the client and are responsible for client satisfaction. Additionally, they are the lead manager on any project.</p> <p>Function/Responsibility: Serve as manager for all activities and staff associated with the project. Assist clients with project approach, scope and design; provide oversight and quality control of project work.</p> <p>Education & Experience: Bachelor's Degree in communications, management or related field and a minimum of 5 years of experience in account or project management.</p>
Project Manager	<p>Description: Project managers have responsibility for planning, execution, and closing of any project under the direction of a Principal, Director, or Account Manager. Project Managers may also be Account Managers in situations where they are the primary business contact.</p> <p>Function/Responsibility: Coordinate with account managers on client needs and expectations, develop project work plans and budgets, and coordinate with internal staff to complete projects/tasks, monitor project budgets and task completion, coordinate/communicate with clients on project/task completion and provide progress report.</p> <p>Education & Experience: Bachelor's Degree in communications, management or a related field and a minimum of 5 years of experience in account or project management.</p>
Meeting Facilitator	<p>Description: Meeting facilitators use group processes to ensure the design, conduct and evaluation of successful meetings.</p> <p>Function/Responsibility: Assess needs and design the approach and process(es) to accomplish client goals and objectives. Provide in-person or virtual facilitation of conference calls, meetings, or workshops to encourage collaboration between diverse groups/individuals. Provide guidance and oversight of breakout group leaders/co-facilitators. Record notes on meeting outcomes and create/deliver post-event summary/report.</p> <p>Education & Experience: Bachelor’s Degree and a minimum of 3 years of experience in meeting management or facilitation.</p>

Assistant Project Manager	<p>Description: Under the direction and coordination of executive staff or project manager, assist with general project coordination, staff assignments, and management tasks, such as planning, execution and closing of any project.</p> <p>Function/Responsibility: Coordinate directly with clients to field client requests and coordinate with internal staff to complete them.</p> <p>Education & Experience: Bachelor's Degree in communications, management or a related field and a minimum of 2 years of experience in account or project management.</p>
Public Relations Specialist	<p>Description: Conceives, develops, implements and evaluates communications, public relations and marketing efforts on behalf of clients.</p> <p>Function/Responsibility: Direct and/or assist with communication strategy implementation, and develop communication tools/products and messages to meet client communication objectives.</p> <p>Education & Experience: Bachelor's Degree in communications, public relations or related field and a minimum of 2 years of experience in public relations or communication.</p>
Media Relations Specialist	<p>Description: Media Relations Specialist works in public message development and communications planning and consultation for the functions such as communication, customer relations, government affairs, and visitor relations through media planning and media coordination.</p> <p>Function/Responsibility: Communication campaign designs, consults on product messaging, provide media outreach and coordination, implement communication strategy action items.</p> <p>Education & Experience: Bachelor's Degree in communications, media relations or a related field and a minimum of 2 years of experience media relations or communications.</p>

Copy Writer	<p>Description: Provides verbal or textual content for projects such as web content, technical manuals, educational materials, and video scripting.</p> <p>Function/Responsibility: Draft, proof, and revise written content for web or print materials or video scripts. Proof and revise written reports.</p> <p>Education & Experience: Bachelor's Degree and minimum of 2 years of experience in writing, communications or a related field.</p>
Videographer	<p>Description: Coordinates video/multimedia productions and timelines. Some scriptwriting and production planning, as well as capture/recording moving images and sound on tape, disk, other electro-mechanical device, or broadcasting live. Also responsible for editing audio and video, creating relevant graphics and animation, and rendering final copies for client usage.</p> <p>Function/Responsibility: Coordinate and plan production schedules and shot lists. Maintain and prep video equipment. Capture onsite footage, interviews, and other supporting media as needed. Produce, edit, revise, and deliver finished video or media products.</p> <p>Education & Experience: Associate's Degree in video, media production or a related field and a minimum of 3 years of experience in video production.</p>
Photographer	<p>Description: Captures still images for use in projects.</p> <p>Function/Responsibility: Coordinate and plan production schedules and shot lists. Maintain and prep photographic equipment. Capture onsite photos as needed. Enhance, edit, revise, and deliver finished photo(s).</p> <p>Education & Experience: Associate's Degree in photography or a related field and a minimum of 3 years of experience in photography.</p>
Web Designer	<p>Description: Design and develop web sites and applications.</p> <p>Function/Responsibility: Develop website database(s) and code to present and deliver client messages and content across multiple online formats.</p>

Education & Experience: Bachelor's Degree in web design or a related field and a minimum of 2 years of experience in web design or development.

Editor

Description: Editors select and prepare language, images, sound, video or film through processes of correction, condensation, organization, and other modifications in various media.

Function/Responsibility: Maintain edit software and computer systems. Manage media resources and content, import, edit raw materials (video, sound, etc.), revise and deliver finished video product.

Education & Experience: Associate's Degree and a minimum of 2 years of experience in writing or editing.

Translator

Description: Translator communicates the client's message into another language through written or spoken word as may be found in text or visual delivery.

Function/Responsibility: Translate text as needed into selected/targeted language(s) for use in product development and delivery.

Education & Experience: Associate's Degree and a minimum of 3 years of experience in translating.

Communications
Specialist

Description: Communications specialist conceives of and writes communication of all types to meet client and project target goals and audiences, including, but not limited to brochures, direct mailings, booklets, advertisements, newsletters and scripts. Provides consultation to clients on communications planning and recommended execution.

Function/Responsibility: Consult with clients on communication needs and goals, develop communication plans, and assist with implementation through content writing, product development, revision and delivery.

Education & Experience: Associate's Degree and a minimum of 2 years of experience in writing or communication.

Graphic Designer Description: Graphic designer assembles images, typography or motion graphics to create a piece of accessible, memorable design for published, printed or electronic media.

Function/Responsibility: Develop graphic design standards and templates. Select and secure fonts and images as needed. Design, layout, and revise reports and communication products to meet client objectives. Coordinate print production of printed materials.

Education & Experience: Bachelor's Degree in graphic design or a related field and a minimum of 2 years of experience in graphic design.

Project Administration Specialist Description: Project Administration Specialist provides administration support to project staff both office/onsite.

Function/Responsibility: Provide research and administrative support to clients and staff. Responsibilities may include copying and packaging meeting materials, making reservation for events, checking logistics for meetings, handling travel arrangements under specific instructions of client or staff, expense tracking for projects, greeting visitors, directing clients to appropriate persons and other clerical work.

Education & Experience: Associates' Degree or a minimum of 5 years of experience in project or administrative support.

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Same as company address.

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30.

9. Foreign items (list items by country of origin). Not Applicable.

10a. Time of delivery. (Contractor insert number of days.)
To Be Determined at the Task Order level.

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list.
To Be Determined at the Task Order level.

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level.

10d. Urgent Requirements. * “Contact Contractor” or “To Be Determined at the Task Order level”

11. F.O.B. point(s). Destination

12a. Ordering address(es).

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12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as company address

14. Warranty provision. Not Applicable, Services only contract.

15. Export packing charges, if applicable. Not Applicable, Services only contract.

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable.

198a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.

18b. Terms and conditions for any other services (if applicable). Not Applicable.

19. List of service and distribution points (if applicable). Not Applicable.

20. List of participating dealers (if applicable). Not Applicable.

21. Preventive maintenance (if applicable). Not Applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable.

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable.

23. Data Universal Number System (DUNS) number. 968658435.

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in System for Award Management (SAM) database (CAGE # 050L1)

Service Contract Labor Standards:

Service Contract Labor Standards Matrix

SCA/SCLS eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
**Translator	30110 Foreign Language Translator	1987-0989
** Project Administration Specialist	01113 General Clerk III	2015-4829

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide) per current MAS Solicitation.